

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0128

**ISSUE DATE:** October 9, 2013

**TITLE:** Helper

**CLOSING DATE:** October 23, 2013

**DIVISION/UNIT:** Building Services

**LOCATION:** 101 South Broad Street, Trenton

**SALARY RANGE:** 005: \$25,032.64 - \$34,562.11

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

Under supervision of a Crew Supervisor or other supervisory official in a state department, institution, or agency, either working alone or as one of a group, does varied unskilled and/or semi-skilled work; does related work as required.

**REQUIREMENTS:**

**EXPERIENCE:**

Six (6) months of experience in any variety of unskilled labor.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0128  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**